Policy KA-E1 - Parent/Provider Classroom Visitation Request Procedures

The WBUSA welcomes visits to our schools and classrooms by parents, community members, and other interested educators. In addition, we encourage volunteers in our classrooms when opportunities are presented. However, to minimize disruptions to our students’ experience in our schools, we have established procedures governing classroom observations.

Parents/guardians or providers will make a written request to the Principal at least two days in advance of a requested visitation. An administrator or other school staff member (e.g., special educator, team leader, etc.) may accompany the observer for the duration of the observation. Unless there are special circumstances, visitations will be limited to one person, one visitation per child per month for a period of up to 60 minutes.

DATE: ___________________________
PERSON MAKING REQUEST: __________________________
STUDENT: ___________________________ GRADE: ________
Requested Location and Date of Visitation: __________________________
Reason for Visitation (What specifically would you like to observe?)
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

For Outside Agency Providers Only:
Name of Agency: __________________________
Purpose of the Visitation:
_________________________________________________________________
(Must provide proof of release of information signed by parent within past 12 months)

For WBUSA Personnel:
Date of Pre-Conference: __________________________
Conference Facilitator: __________________________
Date of Scheduled Visitation: __________________________
Observer Assigned: __________________________
Date of Post-Conference: __________________________
Conference Facilitator: __________________________
Concerns and/or Main Points Discussed?
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

First Reading: 08/17/15
Second Reading: 09/02/15
Adoption: 09/02/15